



# Property Services Application Form

Telephone: 01856873535

Email: [property@orkney.gov.uk](mailto:property@orkney.gov.uk)

This application form can be used to request a range of property related services which will be undertaken by the Council in respect of property which is in the Council's ownership.

Applicant / Organisation Name:	
Contact Address:	
Charity or SCIO Number (if applicable):	
Telephone:	Email:

## Which service are you requesting?

Tick	Service description	Fee including VAT
	Landlord consent for alterations where annual rent is under £10,000 (excluding VAT) per annum.	£338.
	Landlord consent for alterations where annual rent is £10,000 (excluding VAT) or more per annum.	£673.
	Landlord consent to vary lease including assignation, early termination, permission to sub-lease or any other change to the terms and conditions.	£421.
	Request permission to temporarily use OIC land or property.*	£254.
	Request to purchase land or property which is not currently for sale.*	£673.
	Request for a servitude or a wayleave.*	£338.
	Additional work required, charged at £84.50 per hour.	
	Specialist advice at the cost intimated by the Service Manager (Estates).	
<b>Total Fee Payable.</b>		

\* The fee is payable in addition to the commercial value of the asset, if approved.

A discount of 50% is available for eligible charities and community groups requesting temporary use of OIC land or property for fundraising purposes or for a community event. If you believe your application qualifies for this discount please tick the following box:

Information about this scheme and the Council's land and property portfolio can be found on the Council website using the following link:

<https://www.orkney.gov.uk/our-services/enterprise-and-economic-growth/property/>

An hourly charge may be applied in respect of additional work which is deemed necessary to enable your application to be fully considered. If this applies, you will be informed of the additional fee amount and the processing of your application will be suspended until the additional payment is received.

If your application is agreed there may be other charges and costs incurred including the payment of the commercial value of any benefit agreed in addition to, for example, the Council's legal costs. If specialist advice is required the cost of acquiring that specialist advice will be payable by the applicant in advance of work proceeding. Note that more than one application fee may be payable, for example, landlord consent for lease variation and legal costs incurred to amend the lease if agreed.

**It is recommended applicants discuss their enquiry with the Estates Team in advance of submitting an application form.**

Fees are not refundable unless in exceptional circumstances.

## **Please enter details about the property or land involved**

**Address of the property:**

If the address isn't known, or there is no specific address (e.g. if your enquiry is about an area of land) please provide a plan which clearly shows the location of the land or property. Please ensure the plan clearly defines the boundaries of the specific land or property to which your enquiry relates.

## **Are you?**

Tick	Description
<input type="checkbox"/>	A Council tenant (commercial property or housing).
<input type="checkbox"/>	A neighbour of the property referred to above.
<input type="checkbox"/>	A Utility company.
<input type="checkbox"/>	Other - Please specify:

## Describe your reason for submitting this application

## What you need to do now

Submit your completed application form with any supporting information and payment.

Your application form can be submitted via email or our postal address shown below:

- [property@orkney.gov.uk](mailto:property@orkney.gov.uk)
- Service Manager (Estates), Neighbourhood & Infrastructure Services, School Place, Kirkwall, KW15 1NY.

Payment can be made via credit or debit card using the online payments facility on our website:

- <https://www.orkney.gov.uk/online/pay-it/> and select Estates – property services.

If you are unable to utilise our online payments system please contact the Council's Customer Service team for details of alternative payment methods: [customerservice@orkney.gov.uk](mailto:customerservice@orkney.gov.uk) .

## What we will do

On receipt of the completed application the details will be passed to the Estates Manager for action. Payment of the appropriate fee will be checked. An acknowledgement will be issued and this may include a request for further information to be provided. Applications will not be progressed whilst the Council is awaiting further information from the applicant, or where payment for other services has been requested.

The Council will endeavour to make a decision within a reasonable time scale which shall be intimated to applicants in the Council's acknowledgement.

Applicants will be informed at as early a stage as possible if it is necessary to submit an application to a Council committee for a decision.